

Valerie Gatison

From: John Battista
Sent: Friday, October 05, 2012 10:34 AM
To: All_Paraprofessionals; All_Custodians; All_Head_Custodians; All_Secretaries
Cc: All_Principals; Debra Ciaccio; Doris Brovarski; Ellen Lusebrink; jweiss@monroeps.org; Marjie McCandless; Kristen Johnson; Deborah Gaynor; Tracy Yanouzas; Stefanie Cohen; Rebecca Wood; MichelleFrench; Bridget Baird; Ava Chervansky; Melissa Lardi; Susan Tuba; Nancy Stanko; Susan Bria; Christine Bokine; Sandra Novack; Marian Flynn; Marie Luna; Susan Daly; Elizabeth Rodriguez; John Battista; Valerie Gatison; Gabriella DiBlasi
Subject: FW: VeriTime Memo
Attachments: MISSED TIME LOG.docx; VeriTime Letter.docx; Work Detail Report.pdf

TO: All Employees Using VeriTime
FROM: John Battista
RE: Log-in and Log-out Information
DATE: October 3, 2012

After working with VeriTime for the past four months, we have solved many of the issues and are looking to fully implement the program. Beginning On October 9, 2012, all work time will be recorded using VeriTime only. No paper time sheets will be submitted. With that in mind, the following procedures must be followed by each employee:

1. All Employees must log-in and log-out using their specific scheduled hours. Employees must not log-in more than 7 minutes prior to their scheduled hours or log-out more than 7 minutes after their scheduled hours unless they receive prior approval from their administrator.
2. If Veritime is not completed accurately, it will cause an error in your pay. This error could also impact any deduction you may have taken from your pay. If the salary is not enough to cover the medical or other deductions, the employee is responsible for sending a check to the BOE to cover the difference so that a lapse in coverage will not occur.
3. All employees should check their hours weekly (see enclosed procedure) to ensure accuracy of work time. If an employee discovers a discrepancy before submitting their VeriTime hours, he/she should see their supervisor/administrator to correct the discrepancy.
4. If an employee discovers a discrepancy after submittal of the legal VeriTime record, he/she must complete the Missing Time Log form (see enclosed form) and submit it to the Director of Finance. Payroll will not be able to adjust an employee's time or pay after VeriTime has been submitted until the Missing Time Log form is received from the Director of Finance.

The above items are important to follow to assure continuity and validity of the process and we appreciate everyone's anticipated cooperation.

Please sign this memo and return to your principal's secretary.

I have read this memo concerning VeriTime: _____ Date: _____

John J. Battista
Assistant Superintendent of Schools
Monroe Public Schools

203-452-2860 Ext. 2613

MISSED TIME LOG

Name: _____ School: _____ Today's Date: _____

Day and Date	Time In	Time Out	Lunch Break Time	Please state the reason that the time is different than the time in VeriTime

Instructions:

1. Please record the specific date that is in question.
2. Please complete all boxes for the date.
3. Please have your supervisor and/or building principal sign-off on the time before submitting to the Director of Finance.

This is not a timesheet. This is a sheet to ensure that time you did not log on the VeriTime system is accounted for and paid to you.

Employee's Signature: _____ Supervisor(s) Signature: _____

Director of Finance Signature: _____ Date of Approval: _____